

M O N T H L Y R E P O R T F O R T H E

OFFICE OF TOWN CLERK

*Providing exceptional public service
to our community and internal partners, with
a commitment to integrity, honesty, and
accountability, while conforming to the
highest standards of conduct and ethics.*



JANUARY 2023





Elections

www.CRgov.com/elections

*Guardians of Democracy
Designated Election Official
FCPA Filing Officer*

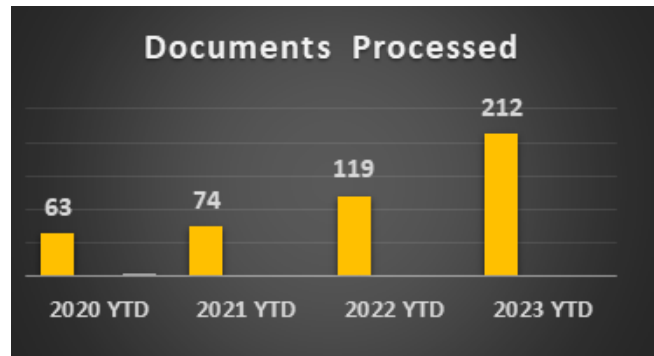
No Planned Election in 2023 at this time

Records

www.CRgov.com/municipal code

*Historian, Archivist, Keeper of the
Laws, Legal Notices*

- Route and execute Town documents
- Codify Town laws
- Archive Town records into Alchemy
- Publish and post legal notices
- Process recordings and agreements for Legal

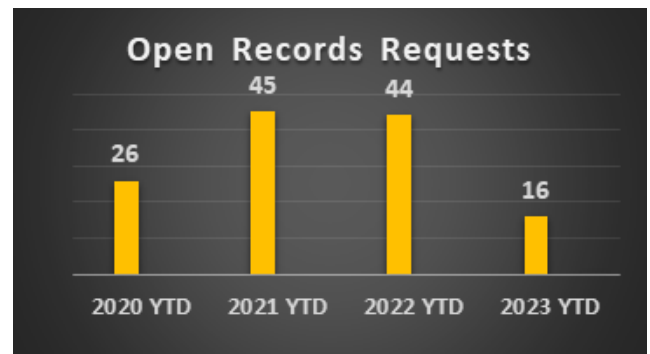


CORA Requests

www.CRgov.com/openrecords

Provide Transparency to the Public

- Coordinate with departments to fill public records requests under Colorado Open Records Act

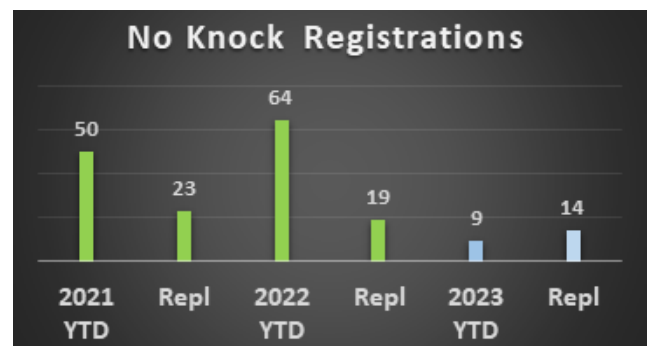


No Knock Program

www.CRgov.com/noknock

Program Created in 2008

8,294 Total





Liquor Licensing Authority

Hearings for all New licenses and Special Event permits are on the Public Notice calendar on the website and posted at the location for 10 days.

All Hearings for New licenses are posted in the newspaper at least 10 days prior to the hearing.

Modifications

Safeway for Wine Sales
King Soopers on Ridge Road for Wine Sales

New Licenses

Dilly Dally DIY Workshop
Pending:
Perry Street Social District - pending CO
Scissors & Scotch - pending CO

Businesses that Changed Owners

Plum Creek Golf	<u>Pending</u>
	South Garden
	Scissors and Scotch

Approve Events

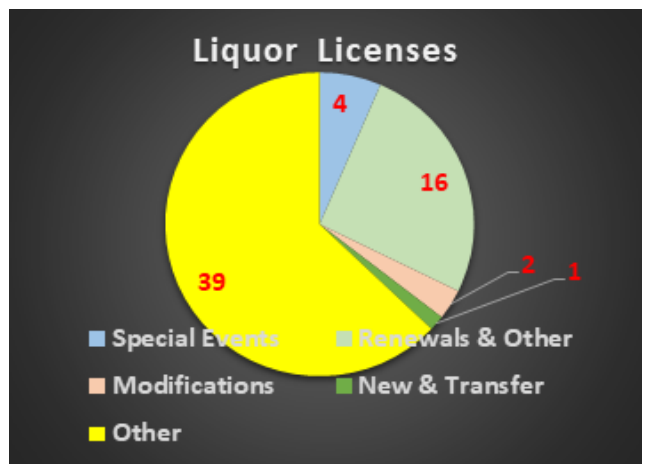
1/22 Rotary Cornhole, Event Center
3/24 Wine Education, Grange
8/18 Ducks Unlimited, Kirk Hall

Closed Businesses

n/a

Surrendered Licenses

n/a



Liquor Revenues

2017	\$18,270
2021	\$30,751
2022	\$33,441

	2017	2018	2019	2020	2021	2022
New:	3	7	8	12	14	10
Transfers:	11	9	6	6	4	7
Special Events:	77	77	77	32	61	73
Modifications:	7	11	10	22	7	10
Other:	155	145	143	187	202	266



Happenings

Liquor Licensing

- *Code Amendment to allow Fermented Malt Beverage and Wine Retailer licenses to hold Tastings after Legislative Change*

Elections

- *Re-write of the Election Code.*

Other

- **Routing Council documents in DocuSign:**
 - *Ensures all signatures obtained for Town Staff, Council, and Vendors received on a timely basis*
 - *Saving Paper - Eliminates need to print hard copies*
 - *Increase Efficiency - Eliminate need to scan afterwards as they are ready to upload to Alchemy*
 - *Increase Efficiency - Eliminate need to email signed copies as signers automatically receive a copy*
- **ADA Compatibility - Website, Documents, and CORA requests**
 - *Participating on the Team to brainstorm and find solutions*